Worldwide Scientific Affairs
12 Months at A Glance

Revised: 08-07-01

JANUARY, 2001

● 1/8   WSA Staff Meeting
◉ 1/19   Comp to send out PPP ratings lists & merit sheets/Close the Loop PPP process starts
● 1/22   WSA Staff Meeting
◉ 1/31   IC Awards Distributed

FEBRUARY, 2001

● 2/1   WSA Plan Presentation - OBT
◉ 2/2   Merit sheets due back to Comp
● 2/5   WSA Staff Meeting
2/15   WSA Seminar - Causation
● 2/18-21   ERP SAB Meeting
2/19   WSA Staff Meeting
◉ 2/26   Reports sent to line management for merit communication

MARCH, 2001

◉ 3/1   Mgmt sends signed PPP to HR-Direct for Filing
● 3/5   WSA Staff Meeting
3/15   WSA Seminar - Compensation
◉ 3/16   Advancement Planning preparation begins
● 3/19   WSA Staff Meeting
● 3/21-22   SRRC Meeting - Proposal Review

APRIL, 2001

● 4/9   2001 2RF Budget Input Due to V. King
4/17   Mid-Year Org Review (Advancement Planning)
● 4/23   WSA Staff Meeting
◉ 4/30   Nomination and preparation of Technical Ladder promotions/demotions

MAY, 2001

◉ Mid-year PPP Discussions
● 5/7   WSA Staff Meeting
◉ 5/10   Approved Technical Ladder promotion/demotion nominations due to D. Koller   5/10
5/15   WSA Seminar - TSNA's
◉ 5/15   2001 RFA Published (tent.)
● 5/21   WSA Staff Meeting
◉ 5/31   OBT Technical Ladder Review
◉ 5/31   Final promotability ratings and Advancement Plan profiles Due

JUNE, 2001

● 6/4   WSA Staff Meeting
6/15   WSA Seminar - ETS Consensus
● 6/18   WSA Staff Meeting

JULY, 2001

● 7/3   Product Acceptability Eval. Project Review
● 7/9   WSA Staff Meeting
7/17   WSA Seminar - Validating CFD Model
● 7/23   WSA Staff Meeting

AUGUST, 2001

◉ Solicit PPP Input
● 8/13   WSA Staff Meeting
8/15   WSA Seminar - EHC Smoking System: Hydra to Hydra Bridging
● 8/27   Harm Reduction Project Review (Part I) (1/2 day)
● 8/30   Harm Reduction Project Review (Part II) (1/2 day)
● 8/31   2001 RFA Proposals Due

SEPTEMBER, 2001

● 9/10   WSA Staff Meeting   Cancelled
9/17   WSA Seminar - TBD
● 9/24   WSA Staff Meeting
◉ TBD   Understanding S&H Project Review (3 half-days)
◉ TBD   2002 Original Budget Input Due to V. King   Strategic 9/10
◉ TBD   WSA Org Review (2 days)   9/24-25

OCTOBER, 2001

◉ Nomination and preparation of technical   D. Koller info ladder promotions
● 10/8   WSA Staff Meeting
10/15   WSA Seminar - TBD
● 10/22   WSA Staff Meeting
◉ TBD   WSA Planning Meeting   8-21
   * October functional - budget date

NOVEMBER, 2001

◉ Update PPP input   11/2 - approved Technical ladder info to D. Koller
● 11/5   WSA Staff Meeting
11/15   WSA Seminar - TBD
● 11/19   WSA Staff Meeting
◉ 11/30   OBT Technical Ladder Review
● TBD   2002 Project Sheets Due   November 14
● TBD   WSA Mgmt. Review of 2002 Projects (2 days)

DECEMBER, 2001

◉ Finalize departmental objective writing
◉ Draft development plans
● 12/3-4   WSA Staff Meeting
12/14 7   WSA Mgmt. communicates approved 2002 projects to Staff
● 12/17   WSA Staff Meeting
→ 12/3-12/4 Plan Review

● Finance Activities
◉ HR Activities
◉ ERP Activities

● WSA Meetings
● Planning Activities
| WSA Technical Seminar   * update TOC

ROTO Functional Dates
HR dates
Staff dates
Project-review dates
tech. ladder info

PM3001337003

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